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PMA, FOOD DIST. PROGRAMS BR.
DIRECTOR
5-29-46
PMA-A-16

: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production & Marketing Administration
: Washington 25 D. C.

: Number 123 February 9, 1948

: PMA PROCEDURE TRANSMITTAL

NEW RELEASES

Administrative
Notice No. 86
2-3-48

Consolidation of CCC Field Offices. Establishes February 9, 1948 as the effective date of the consolidation of the Memphis and Atlanta CCC Offices at Atlanta. Distribution: (A) (B).

203.3
2-3-48

REPORTS OF INVESTIGATIONS INVOLVING CLAIMS BY OR AGAINST CCC: Prescribes procedure to be followed in advising the Fiscal Branch of claims and fiscal irregularities indicated as a result of investigations conducted by the Compliance and Investigations Branch. Distribution: (A) (B-Washington Only)

412 2
2-3-48

PRINTING AND DUPLICATING - WASHINGTON OFFICES: Establishes policies, responsibilities, and procedures applicable to ordering printing and binding and duplicating by Washington offices and clearance of material which will reach the public, and contains pertinent legislative and regulatory requirements. Forms Manual insertions for the forms required to be used by the Instruction in ordering printing, binding and duplicating will be released in the near future. Distribution: (A) (B-Washington Only)

OBSOLETE FORMS
SUPPLEMENT 1
2-3-48

List of obsolete forms supplementing the list entitled "Obsolete Forms" dated November 24, 1947. Distribution: (A) (B)

Form SF-51
(August 1946)

REPORT OF EFFICIENCY RATING: The attached Forms Manual Insertion replaces the one dated 1-16-46 which was removed from the Forms Manual in accordance with Procedure Transmittal 122. The efficiency ratings to be made as of March 31, 1948 (See Instruction 323.1) shall be made only on Forms SF-51 which are dated August 1946. All offices should make an immediate check to ascertain whether they have a sufficient supply on hand and take steps to replenish their supply, if necessary. Forms SF-1 dated January 5, 1942 and December 1943 are obsolete and must not be used. Destroy existing stocks. Distribution: (A) (B)

CHANGE

PMA139.1

Exhibit A page 2

Exhibit B pages 1, 2 3.
2-3-48

(Supersedes

Exhibit A page 2

Exhibit B pages 1, 2 3.
dated 8-1-47)

REPORTS OF MAN-MONTHS BY WORK PROGRAMS:

Remove from the Manual Exhibit A pages 1 and 2 Listing and Definitions of Work Projects to be Reported, Exhibit B pages 1, 2 and 3, Work Project by Branches dated 8-1-47 (Instruction 139.1) and substitute attached pages 1 and 2) Exhibit A and pages 1, 2, and 3 Exhibit B. The revision groups all active supply operations under one heading called "Agricultural Supply Programs", and adds a new project "Ocean Transportation".

The revision discontinues the practice of distributing the man-months worked on supply programs by separate work projects. All the active supply programs will thus be reported under a single work project, "Agricultural Supply Programs". When any supply project included under the "Agricultural Supply Programs" enters the liquidation phase, all branches will be notified and liquidation activity will be reported under a separate project.

The costs and man-months reported under the consolidated "Agricultural Supply Programs" will be distributed centrally among the various supply programs on the basis of billed deliveries obtained from reports prepared by the Fiscal Branch.

The costs and man-months reported under the "Ocean Transportation" project will be distributed centrally among the applicable supply programs on the basis of net obligations for ocean transportation incurred during each reporting month. Distribution: (A)

* * *

CONSOLIDATION OF CCC FIELD OFFICES

Effective February 9, 1948, the Memphis, Tennessee, temporary CCC Field Office will be closed, accomplishing the transfer of personnel, equipment, funds, ceilings, etc., authorized in Administrative Notice No. 83.

Administrative Notice No. 81 should be amended by deleting the Memphis, Tennessee address after the name of Mr. Harold T. Anderson, and by deleting footnote 1/. All correspondence on CCC matters should be addressed to:

Director, Atlanta Office
Commodity Credit Corporation, PMA
United States Department of Agriculture
449 West Peachtree Street, N. E.
Atlanta 3, Georgia

* * *

*LISTING AND DEFINITIONS OF WORK PROJECTS TO BE REPORTED

A Section 32 Diversion Activities - Administrative costs incident to making diversion payments to processors. No charges are to be made under this project for procurement, shipping or storage.

B Section 32 Export - Includes only administrative costs incident to making differential payments to individual exporters. No charges will be made under this project for procurement, shipping or storage.

C Section 32 Purchases and Direct Distribution - Includes all administrative costs in connection with direct purchases of agricultural commodities from Section 32 funds. All administrative costs in connection with distributing commodities purchased from Section 32 funds (direct purchases and transfers from CCC) to schools, welfare associations and other eligible outlets. Includes administrative costs of shipping activity when commodities move from point of purchase to outlet, from warehouse to outlet, or from purchase point to storage.

D Food Preservation (Section 32) - All work facilitating preservation of abundant foods and processing food for school lunches.

E Marketing of Abundant Foods (Section 32) - All work in connection with Food Distribution Advisory Committees, distributive trades, adjustments in maldistribution and shortages of food, cooperations, special merchandising drives, trade relations on abundant food drives, and development of merchandising information.

F Marketing Facilities (Section 32) (Applicable to Marketing Facilities Branch only) - All work in connection with review and analysis of existing types of organization, methods and facilities for processing, storage, and disposal of farm products and rendering assistance in developing and installing improved methods and facilities for distributing agricultural commodities.

G Administration of Marketing Agreements (Section 32) - All work incident to administering the Agricultural Marketing Agreement Act.

H National School Lunch Act - All work performed in carrying into effect the provisions of the National School Lunch Act. Include purchases under Section 6.

I Price Support Program (CCC) - All activity incident to loan, purchase, and other operations financed exclusively from capital funds of the CCC to support the prices of various agricultural commodities, also includes all work performed in the maintenance and disposal of commodities acquired under price support programs. Custody and disposition activities subsequent to the allocation of commodities acquired under Price Support operations to Cash Paying Governments, Greece-Turkey, and other claimants shall be charged to the respective programs.

*This listing is not intended to be all inclusive, See paragraph III C 4c

LISTING AND DEFINITIONS OF WORK PROJECTS TO BE REPORTED

J Subsidy Programs - Includes all subsidy programs financed from the capital funds of the CCC including payments or purchases for resale at a loss for the purpose of maintaining price ceilings.

K Commodity Export Program - All activity incident to programs financed from capital funds of the CCC in which the Corporation exports or causes to be exported agricultural commodities and products at world market prices and absorbs or pays the difference between such price and cost on domestic prices.

L Purchases in Foreign Countries - All activity in connection with the purchase (including custody and disposition) abroad, from capital funds of the CCC, of foods, agricultural commodities and products thereof and related facilities as are needed to meet emergency domestic requirements. Activities in connection with the procurement, custody and disposition of commodities to meet foreign requirements for Cash Paying Governments, Greece-Turkey, etc., shall be charged to the respective programs.

M Agricultural Supply Programs - Includes all work in connection with procuring, storing, handling, shipping (excluding ocean transportation) and disposing of agricultural commodities for Foreign Governments, government agencies, including Army and Navy, and other purchasers such as private relief societies, et al, also Assistance to Devastated Countries, Greece-Turkey Aid, Foreign Aid Act (Interim Aid), that may utilize the facilities of the Production and Marketing Administration, Commodity Credit Corporation. Includes all work incident to the above claimants and recipients, requirements and allocations requisite to fulfillment of above procurement programs. This project does not include work on any programs which have been reported as being in process of liquidation, viz., UNRRA.

N Ocean Transportation - Includes all work for assistance to Devastated Countries, Greece-Turkey Aid, and Foreign Aid Act (Interim Aid), but not Cash Paying Governments, Army and Navy, etc., involved in arranging the initial contract or charter with steamship companies for ocean transportation, making adjustments in the contract or charter required because of diversions of ships or other similar actions, handling and otherwise processing of vouchers, claims and related fiscal documents and matters.

WORK PROJECTS BY BRANCHES

Order of listing work projects on AD-532. Code letters and titles are the same as those shown in Exhibit A.

<u>Column</u>	<u>Project</u>	<u>Branch and Projects</u>
<u>OFFICE OF AUDIT</u>		
1	A	Section 32 Diversion Activities
2	B	Section 32 Export Activities
3	C	Section 32 Purchase and Direct Distribution
4	H	National School Lunch
5	I	Price Support Programs (CCC)
6	J	Subsidy Programs (CCC)
7	L	Purchases in Foreign Countries
8	M	Agricultural Supply Programs
9	P	UNRRA (Liquidation)
10	S	Conservation & Use - Agricultural Conservation Programs
11	T	Conservation & Use - Tobacco Marketing Quota Programs
12	U	Conservation & Use - Peanut Marketing Quota Programs
13	X	Farm Labor Supply (Liquidation)
14	AM	Market Inspection (Trust Funds)

FISCAL BRANCH (Program)

1	A	Section 32 - Diversion Activities
2	B	Section 32 - Export Activities
3	C	Section 32 - Purchase and Direct Distribution
4	G	Section 32 - Administration of Marketing Agreements
5	H	National School Lunch Act
6	I	Price Support Programs (CCC)
7	J	Subsidy Programs (CCC)
8	K	Export Programs (CCC)
9	L	Purchases in Foreign Countries
10	M	Agricultural Supply Programs
11	N	Ocean Transportation
12	P	UNRRA (Liquidation)
13	Q	Surplus Property Disposal
14	X	Farm Labor Supply (Liquidation)

(Revised 2-3-48)

8-1-47

WORK PROJECTS BY BRANCHES

<u>Column</u>	<u>Project</u>	<u>Branch and Projects</u>
<u>COMPLIANCE AND INVESTIGATION BRANCH</u>		
1	A	Section 32 Diversion Activities
2	B	Section 32 Export Activities
3	C	Section 32 Purchase and Direct Distribution
4	E	Section 32 Marketing of Abundant Foods
5	G	Section 32 Administration of Marketing Agreements
6	H	National School Lunch Act
7	I	Price Support Programs (CCC)
8	J	Subsidy Programs (CCC)
9	M	Agricultural Supply Programs
10	S	Conservation and Use - Agricultural Conservation Program
11	T	Conservation and Use - Tobacco Marketing Quota Program
12	U	Conservation and Use - Peanut Marketing Quota Program
13	AB	Tobacco Acts
<u>FRUIT AND VEGETABLE BRANCH</u>		
1	A	Section 32 Diversion Activities
2	B	Section 32 Export Activities
3	C	Section 32 Purchase and Direct Distribution
4	E	Section 32 Marketing of Abundant Foods
5	G	Section 32 Administration of Marketing Agreements
6	H	National School Lunch
7	I	Price Support Programs (CCC)
8	J	Subsidy Programs (CCC)
9	K	Commodity Export Programs
10	L	Purchases in Foreign Countries
11	M	Agricultural Supply Programs
12	Q	Surplus Property Disposal

WORK PROJECTS BY BRANCHES

<u>Column</u>	<u>Project</u>	<u>Branch and Projects</u>
<u>GRAIN BRANCH</u>		
1	I	Price Support Programs
2	J	Subsidy Programs
3	M	Agricultural Supply Programs
4	P	UNRRA (Liquidation)
5	Q	Surplus Property Disposal
<u>PRICE SUPPORT AND FOREIGN SUPPLY BRANCH</u>		
1	C	Section 32 Purchase and Direct Distribution
2	I	Price Support Programs (CCC)
3	J	Subsidy Programs (CCC)
4	K	Commodity Export Programs (CCC)
5	L	Purchases in Foreign Countries
6	M	Agricultural Supply Programs
7	P	UNRRA (Liquidation)
8	Q	Surplus Property Disposal
<u>SHIPPING AND STORAGE BRANCH</u>		
1	C	Section 32 Purchase and Direct Distribution
2	H	National School Lunch
3	I	Price Support Programs (CCC)
4	M	Agricultural Supply Programs
5	N	Ocean Transportation
6	P	UNRRA (Liquidation)
7	Q	Surplus Property Disposal

REPORTS OF INVESTIGATIONS INVOLVING CLAIMS BY OR AGAINST CCC

I PURPOSE

This instruction prescribes procedure to be followed in advising the Fiscal (FI) Branch of claims and fiscal irregularities indicated as a result of investigations conducted by the Compliance and Investigation (CI) Branch.

II INVESTIGATIONS INVOLVING FISCAL IRREGULARITIES

The Director of the CI Branch shall furnish the FI Branch a copy of each investigation and/or audit report which contains any indication that a claim(s) by or against CCC or any fiscal irregularity is involved. The Director of the CI Branch shall advise the commodity or functional branch which receives the report when a copy of the report has been sent to the FI Branch.

III REPORT OF ACTION TAKEN OR CONTEMPLATED

The director of each commodity or functional branch upon receipt of an investigation and/or audit report from the CI Branch which contains any indication that a claim(s) by or against CCC or any fiscal irregularity is involved, shall advise the FI Branch, as soon as practicable-- but in no event later than thirty days after the date the report is received, of any action taken or contemplated in connection with the claim or fiscal irregularity and shall keep the FI Branch currently informed of subsequent developments in each case. Such information may include copies of related correspondence from the branch, the office of the Solicitor or from the subject of the investigation.

IV EFFECTIVE DATE

This instruction shall be effective immediately and shall apply to all investigations now on hand where information as to action taken or contemplated has not already been furnished the FI Branch.

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U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

PMA-412.2

PRINTING AND DUPLICATING - WASHINGTON OFFICES

I PURPOSE AND SCOPE

This Instruction establishes responsibilities and procedures governing the ordering of printing, binding, and duplicating by all branches and staff offices in Washington.

II STATEMENT OF POLICY

It is the policy of PMA to conduct all its printing, binding, and duplicating activities in strict accordance with existing laws and regulations and to effect all possible economies in meeting its printing, binding, and duplicating requirements.

III RESPONSIBILITIES

A Chief, AS Division, BM Branch - The Chief of the Administrative Services (AS) Division, Budget and Management (BM) Branch, is hereby delegated responsibility, within established policies and applicable regulations and requirements, for scheduling and procuring all printing and duplicating for PMA and, in the performance of these functions, for serving as the PMA liaison with the Office of Information, Office of Plant and Operations, and commercial printing firms.

B Director, Information Branch - The Director, Information Branch, is responsible for all necessary review and clearance of printed and duplicated material which will reach the public, and for maintaining liaison with the Office of Information on all information matters. Certain duplicated material has been exempt from clearance through the Information Branch. (See paragraph X.) The Director may exempt other duplicated material from clearance through his office by agreement with the office which originates the material.

C Chief, OM Division, BM Branch - The Chief of the Organization and Management (OM) Division, BM Branch, is responsible for clearance of new and revised administrative and public data forms. (See PMA Instruction 105.1)

IV GENERAL DEFINITIONS

Specific definitions relating to the various phases of printing and duplicating are contained in subsequent paragraphs in this Instruction.

PRINTING AND DUPLICATING - WASHINGTON OFFICES

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A "AS Division" - Refers to the Records Management and Reproduction Section, AS Division, BM Branch.

B "Requisitioning Officer" - Is the administrative officer or any other designated employee authorized to approve requests for printing and duplicating for the ordering branch. Branches must furnish the AS Division and the OM Division the names of employees having such authority.

C "Branch" - Includes all branches and staff offices.

V PRINTED MATTER PURCHASABLE AS SUPPLY ITEMS

Though all printing, binding, and blank-book work must by law be procured from the Government Printing Office, the Comptroller General has held that certain items which require printing and binding operations in the course of their manufacture may be obtained as supply items paid for out of administrative expense money, if they are already printed at the time the need arises and are carried in stock by commercial stationers or other concerns for sale to the public generally. Such items as books (except blank-books), maps, plain and ruled tablets, cross section paper, visible index cards, note book fillers, ruled or unruled stock tabulating papers, blank tabulating cards, and so forth, may be purchased as supplies through regular procurement channels (See PMA Instruction 421.1) provided no additional printing and binding operation is required to make the items usable by the requisitioning office. However, if the requisitioning office should desire the imprinting of any matter on the stock item, such as a column heading, or even the printing of an office identification or form number, the item becomes one of printing and must be requisitioned as printing, as required by this Instruction.

VI SECURING REPRINTS OF PUBLICATIONS

A Purchase of Reprints from Outside Publications

1 Requirements for Purchase as Printing - Reprints of articles which appear in outside journals may be purchased as printing if they meet certain conditions and conform with definite limitations, as set forth below. Requests for reprints shall be made in memorandum form and shall be cleared with the Information Branch.

a The article must have been written by a Federal employee in an official capacity and on Government time.

PRINTING AND DUPLICATING - WASHINGTON OFFICES

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b Reprints should be of a scientific or technical nature and definitely necessary to the conduct of official PMA activities.

c The request for the purchase must contain a price quotation from the publisher and the name and date of release of the publication in which it has appeared or is to appear. The price quoted by the publisher is not to include composition cost, but must represent only the cost of running a reprint off the press after the article has been set in type for incorporation in the journal.

d Printing funds may not be used to purchase covers for reprints.

e The reprints are not to be mailed with "Author's Compliments."

f The reprints are to be mailed under frank only when they bear a stamp on the face reading essentially as follows: "Purchased by the U. S. Department of Agriculture for official use." Reprints mailed as enclosures with official letters need not be so stamped.

g Generally, not more than 200 copies of a single reprint may be purchased.

2 Reprints Purchasable as Supplies - Articles written by a Federal employee in his private capacity or by a private individual are procurable as a supply item out of administrative funds, provided the articles are already published when the determination or agreement to purchase reprints is made and provided also that the articles have been prepared without any understanding, promise or suggestion that such a purchase would be made. Such purchases should be requested in accordance with Instruction 418.1, "Procurement of Purchased Published Material - Washington."

B Material Published in the Federal Register - Branches which prepare material to be published in the Federal Register shall include a request for any needed reprints with the docket which transmits the material for publication, in accordance with Instruction PMA 457.1, "Publication of Certain PMA Documents in the Federal Register." Any branch desiring reprints for widespread distribution of Executive Orders, or other material not prepared in PMA, shall request them by sending a memorandum to the AS Division indicating the number required and distribution to be made. The memorandum must be sent in time to reach the AS Division within seven days from the date of issuance in the Federal Register and must be accompanied by a clipping from the Federal Register of the excerpt desired. It is suggested that branches proof read and correct the excerpt, as frequently errors

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occur in the Federal Register. Quantities ordered (to be printed from the original type) shall not be less than 4,000 copies and must be in multiples of 4,000. Orders not received by the AS Division within 7 days from publication, or orders for less than 4,000 will be multilithed in the Department duplicating plant or ordered from the Government Printing Office, whichever is least costly or necessary in the particular case. When the material is multilithed in the Department's duplicating plant, the cost will be charged to applicable funds of the branch instead of to Printing and Binding funds.

VII REGULAR PRINTING AND BINDING

A Definitions

1 "Printing" includes pamphlets, books, documents, periodicals, and other publications of a permanent character, also blank books and standardized forms, but shall not include matter reproduced by what is commonly known as the mimeograph or stencil process, nor shall it include reproductions by other duplicating processes if confined strictly to matter required currently in the performance of functions authorized by law, such as rules, regulations, instructions, opinions, decisions, notices, circulars, statistical statements, and other informational matter, and if no binding, sewing, or trimming operation is involved therewith.

2 "Printing and Binding Operations" include ruling, perforating, punching, folding, machine numbering, cutting of paper, rounding of corners, stitching with wire or thread, and other usual printing and binding operations.

3 "Blank Books" generally consist of any books containing pages (held together by wire or thread stitching) upon which printing appears and designed for the primary purpose of making entries of writing therein. Pages held together by an adhesive become a pad rather than a book and are classed as supply items rather than printing.

4 "Supply Items" are those which may appear to fall within the definition of printing because they require printing and binding operations in their normal course of manufacture but which may be purchased without regard to printing regulations or procedures. (See paragraph V).

B Legislative and Regulatory Requirements

1 Printing and binding must be authorized by law and necessary to the conduct of public business.

2 All printing, binding and blank-book work shall be done at the Government Printing Office, except such classes of work

PRINTING AND DUPLICATING - WASHINGTON OFFICES

(VII B)

as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of any field office outside of the District of Columbia.

3 The forms and style in which the printing and binding ordered shall be executed, and the material and size of type to be used, shall be determined by the Public Printer, having proper regard to economy, workmanship, and the purpose for which the work is needed.

4 The use of multi-colored printing is restricted to jobs where color is essential. Generally speaking, the printing of covers in two or more colors is not permitted.

C Procedure for Ordering - All printing of items not stocked by the AS Division (except reprints from outside publications) shall be requisitioned on Form AD-270, "Request for Reproduction Services and/or Form Specifications", which shall be prepared and submitted in accordance with Forms Manual Insertion No. 3 or No. 4 as applicable (Also see paragraph X of this Instruction for clearance requirements.) Each such request must be accompanied by a sample of the material to be printed. In the case of new or revised forms, a legible printer's copy is to be submitted. For straight reruns of existing forms or publications, a copy of the printed item is required. Copy for the printing of publications must meet the requirements of Instruction 146.2, "Preparation of Manuscripts for PMA Publication." If the weight, grade, and color of stock required is other than the sample, a sample of the desired paper or complete specifications must also accompany the request. The AS Division will give any needed assistance in the selection of paper.

1 Preparation of Form AD-270 - All pertinent space on Form AD-270 must be completed (See Insertions No. 3 and 4 in the Forms Manual.) with special attention given to detailed specifications. Generally, on jobs other than simple ones, the aid of the printing technicians in the AS Division should be sought in developing adequate printing specifications. Block No. 7, "Charge Appropriation," shall be completed in accordance with paragraph VII G of this Instruction. A designated requisitioning officer shall sign the first carbon copy only of the AD-270.

D Delivery Schedules - All printing and binding requirements must be established and ordered well in advance of actual needs and in any event in accordance with the following schedule:

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(VII D)

<u>Type of Material</u>	<u>Minimum Time Required</u>	
	<u>For Initial Runs</u>	<u>For Reruns</u>
Conventional printing, such as forms, instructions and columnar sheets	60-90 days	90 days
Pre-interleaved carbon (snap-out) forms	120-240 days	120-240 days
Tabulating cards	45 days	30 days
Tabulating papers with marginal punching	90-120 days	90-120 days

The time factor takes effect when the properly approved order reaches the AS Division ready for processing. Orders calling for speedier deliveries may be placed at a cost increase of as much as 65 percent above prices quoted for items scheduled for delivery in accordance with the above table. Such premium prices must be avoided except in cases of extreme emergencies when the need for the material could not be anticipated in advance. The General Accounting Office requires a statement to accompany each voucher where excess charges are involved. This statement, in duplicate, must accompany all requisitions for printing to be delivered earlier than permitted by the foregoing schedule. The justification shall state: (1) the specific need for the item, (2) the exact date it will be required for use, and (3) the reasons why the need could not have been anticipated sufficiently in advance to permit normal delivery. When a partial supply will suffice for the urgent need, the number required ahead of schedule shall be specified, in order that the balance can be secured within the schedule, when such action will decrease the excess costs.

E Revision of Proofs - When submitted with the requisition, printer's copy is expected to be in final form. Charges for alterations on proofs which are not due to printer's errors are high. Each proof returned with changes other than corrections of printer's errors must be supported by a memorandum, in duplicate, stating why the changes are necessary.

F Blank Books Purchaseable Only as Printing - Blank books (see VII A 3), whether printed to order or carried in stock by commercial dealers for sale to the public generally, must be purchased from or through the Government Printing Office. Those printed to specifications obviously will be printed by the Public Printer. Should the need arise for blank books regularly carried

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in stock by dealers, these must also be requisitioned as printing but the request may indicate the local source of supply and the dealer's quoted price. The Public Printer may, under the law, waive the purchases and the items will be purchased from the dealers but the charges will still be assessed against printing funds.

G Funds for Printing and Binding - No appropriations other than those provided specifically for printing and binding shall be used for such purposes. Ordering offices shall indicate the allotment advice number for the activity for which the material is being ordered in block No. 7 on Form AD-270. Transportation and carbon costs will be charged to this allotment. By the use of a check list which correlates the allotment advice number with the appropriate printing and binding fund, the AS Division will determine the printing fund to be charged. Branches will facilitate correct obligation of funds by complying with the requirements of paragraph IV F of Instruction 225.1, "Obligation Procedure for Administrative Expenses."

VIII DUPLICATING

"Duplicated material" means all mimeographed, multilithed, dittoed, and other mechanically duplicated material, except printed material. The use of any duplicating process is permissible, depending upon the purpose for which the matter reproduced by such process is to be used. It is a Departmental requirement that all Washington offices shall have their photographic and duplicating work performed by the central photographic and duplicating plant of the Department, unless the Chief of the Office of Plant and Operations determines that an exception is necessary for economical and effective operation. Regardless of the method of duplication used, preclearance of the material must be secured, if required by paragraph X of this Instruction.

A Charges for Mailing and Duplicating Services - Penalty indicia costs are paid out of the departmental penalty mail fund. All other duplicating and mailing services are charged to funds of the individual branches. Ordering branches shall therefore indicate on the requisition the allotment advice number for the activity for which the material is being ordered.

B Multilith and Mimeograph

1 Definition of Multilith - "Multilith," also known as lithography, photo-offset, or planograph, is a form of

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(VIII B 1)

duplicating by which reproductions are made from a plane surface, such as a sheet of paper. Copy submitted for multilithing shall be clean and precisely the same in appearance as the final product desired. If reduction or enlargement is required, copy must be prepared in correct proportion. Maximum printing surface cannot exceed 13 x 19 inches. Multilithing is used for more than 50 copies of maps, charts, drawings, or photographs; and is normally used when more than 2500 copies of straight typewritten material are desired, since 2500 copies is about the maximum number which can be reproduced from a mimeograph stencil.

2 Definition of Mimeograph - "Mimeograph" is a trade name generally applied to the stencil process of reproduction and is used where material is not in such form as to require the multilith process and where reproduction on mimeograph paper is acceptable. Stencils shall be typed single-space, except in those instances where it is determined essential to use double spacing. Jobs exceeding one page will be run on both sides of the sheet, unless justified as impracticable. Usually not more than 2,500 copies can be reproduced from a single stencil.

3 Ordering Multilith or Mimeograph Work - All multilith and mimeograph work to be performed by the plant, except short-order mimeograph, shall be ordered by preparing and submitting an AD-270 in accordance with Forms Manual Insertion No. 5 or 6, as applicable. Requisitioning officers shall sign only the first carbon copy. The allotment advice number to be charged must be indicated in block No. 7, "Charge Appropriation." Specific instructions concerning distribution, collating, folding, punching, and so forth, shall be shown in the appropriate spaces provided on the form. Block No. 6, "Date Required," shall be used to reflect the specific date material will be required. Since the Office of Plant and Operations services all bureaus of the Department and can accept only a limited number of jobs to be handled simultaneously, branches are requested to allow as much time as possible for the material to be completed and to request a rush job only when the material is urgently needed by a certain date to serve the purpose for which it is intended. In all instances needs shall be anticipated by advance planning and requisitioning in order to provide from one to two weeks for delivery, if possible. More time for completion should be allowed for jobs consisting of many pages and involving complicated binding operations. Reruns are expensive. The quantity that will be needed should be ordered on the first requisition. All copy must be legible.

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4 Short-Order Mimeograph - The plant operates four short-order stations equipped to do mimeographing. Ordinarily jobs sent to these units can be reproduced within a matter of hours. The services of these stations should be requested only when material is urgently needed sooner than it could be obtained by requisitioning it as required in paragraph VIII B 3, and when the material does not require other processes such as assembling, stapling, and so forth. Requisitioning officers requiring short-order service shall prepare the stencil and an original and two copies of Form AD-274, "Duplicating Short-Order Requisition," AD-274 as required by the Forms Manual Insertion, and submit them direct to the nearest short-order station.

C Ditto - The ditto process of duplicating, also known as hectograph, is a gelatin pad process of duplicating by which reproductions are made from copy drawn or typed on a specially prepared carbon-backed master sheet. Usually not more than 100 copies will be reproduced from any ditto master, which shall be cut with a heavy touch. Limited facilities for ditto work are available in the AS Division. Ordinarily the equipment is fully utilized for reproducing abstracts of purchases and sales and related documents. A few short-run jobs are run daily as fillers-in. Branches may secure this service by preparing the necessary master dittoes and Form PMA-341a, PMA-341a "Request for Ditto Work," in accordance with the Forms Manual Insertion.

D Photostat, Ozalid, and Print Processes - Material to be reproduced or duplicated by these processes may be procured by submission of a properly executed Form AD-271, "Request for Photographic Services," in accordance with the Forms Manual Insertion.

1 Photostat - Is a photographic reproduction process which permits enlarging or reduction. It is used when the number of desired copies is less than 50. Maximum size of reproductions is 18 x 24 inches.

2 Ozalid - Is another form of photographic reproduction which is used when the finished product of the material to be reproduced exceeds the maximum dimensions available by photostating and if the originals submitted are drawn or prepared on translucent or transparent paper or tissue. Maximum size of reproduction is 54 inches wide with unlimited length. This process is much cheaper than photostating but permits only actual size reproduction. It is used when the number of copies required is less than 50.

3 Prints - Are actual photographs made from developed negatives.

PRINTING AND DUPLICATING - WASHINGTON OFFICES

IX DISTRIBUTION OF MATERIAL PRINTED OR DUPLICATED

In order to save space, time and charges resulting from transportation and handling, all items reproduced by either printing or duplicating shall be sent to main distribution centers direct by the plant which reproduces the material. The distribution centers or supply depots maintained by PMA for printed and duplicated matter in Washington and the field, under the custody of the several AS Divisions, are located in or around New York, Atlanta, Chicago, Dallas, San Francisco and the District of Columbia and supply field units serviced by them. These centers or depots stock all forms required in the operation of offices serviced by them and used generally throughout the country or their respective areas of jurisdiction, in addition to items of a purely local nature designed for the exclusive use of an immediate branch office, where the stocks are sufficiently large to warrant their becoming stock issues. Certain items, such as Federal-State Inspection Certificates (bearing State designations) are not stock items but are shipped direct to the State Inspection Service Offices for which they are printed. All offices responsible for requisitioning the reproduction of forms shall furnish the AS Division proper instructions for distributing the supplies ordered to these warehouses. Supplies ordered for the Washington stock rooms should not exceed requirements for local use in Washington. Only under exceptional circumstances may any Washington office serve as a depository for replenishment of field stocks.

X PRECLEARANCE OF PRINTING AND DUPLICATING

All requests originating in Washington for printing or duplicating shall be cleared with the Information Branch as required below, unless specifically excepted in this paragraph or excepted by agreement between the Information Branch and the originating branch. Information Branch shall keep the AS Division currently informed regarding any exceptions agreed to other than those made below. In all cases, the originating branch shall submit the request and the material to the office responsible for clearance of the particular material (see paragraphs X A, B, and C below) which office shall review the material, secure additional clearances if necessary, and then forward the request with the material direct to the AS Division. The AS Division shall not accept any request for printing and duplicating which requires clearance unless it has been initialed by a designated approving official in the office which is responsible for clearing the particular material. Offices responsible for clearance shall advise the AS Division the names of employees in their offices who are authorized to approve requests for printing and duplicating.

PRINTING AND DUPLICATING - WASHINGTON OFFICES

(X)

A Forms - New and revised administrative form letters shall be cleared by the Information Branch. New and revised administrative and public data forms (including form letters related to public data forms, and public data forms for which an extension of expiration date is required) shall be cleared by the OM Division, BM Branch, which is responsible for securing any necessary additional clearance. Requests for stock replenishment of administrative forms do not require clearance by either the OM Division or the Information Branch. Branches shall send such requests direct to the AS Division.

B Material for Distribution to the Public - In addition to informational material (bulletins, circulars, leaflets, periodicals, press and radio releases, and so forth) this class of material includes duplicated material (1) for distribution to the public generally or to State or county extension workers. Agricultural conservation committees, Soil Conservation District boards, REA cooperatives, or similar groups which cooperate in Department programs (Department Regulation 1381, Amendment 245). All material in this class shall be cleared by the Information Branch except Market News Reports and Purchase or Sales Announcements. Purchase and Sales Announcements must be cleared, however, in accordance with Instruction 120.7, "Preparation, Clearance, and Distribution of Announcements."

C Administrative Material - Material intended for administrative use which contains new information (reports, and so forth) which would be of interest to the general public and might be passed on to persons other than PMA employees, shall be cleared by the Information Branch. This category does not include PMA Manual Instructions which are exempt from clearance. Other material which is not considered to be in this class will be excepted by agreement between the Information Branch and the originating branch. Administrative material may be cleared informally by discussion with the Information Branch. If there is any doubt as to whether material requires clearance, requisitioning officers are responsible for ascertaining definitely whether clearance is required.

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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

OBSOLETE FORMS

SUPPLEMENT I

A PARTIAL LIST OF THE PRODUCTION AND
MARKETING ADMINISTRATION FORMS THAT
HAVE BEEN DECLARED OBSOLETE, SHOWING
DISPOSITION TO BE MADE OF ANY STOCKS
ON HAND

ISSUED AS THE FIRST SUPPLEMENT TO, AND
TO BE USED IN CONJUNCTION WITH, THE
LIST ENTITLED "OBSOLETE FORMS" DATED
NOVEMBER 24, 1947

FEBRUARY 9, 1948

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If an asterisk (*) precedes the form number, stocks of the form on hand are to be used until exhausted. All other forms listed are to be disposed of in accordance with PMA Instruction 456.1.

OBSOLETE FORM	TITLE	SUPERSEDED BY
PMA-L-3 (8-22-46)	Letter re Contract Renegotiation	
*PMA-147 (5-9-46)	Journal Voucher	PMA-147 (3-5-47)
PMA-147a (5-27-46)	Journal Voucher	PMA-147
PMA-220 (6-20-46)	Changes in CCC Inventory	PMA-220 (11-18-47)
PMA-236 (8-23-46)	Contractor's Report	
*ACP-114	Analysis Tag for Seed Furnished by AAA	GR-169
*CN-105	Fiber Length Array Method	CN-272
FV-L-18 (12-6-46)	Letter Re Honey Report	
FV-239	Daily Market Report on Fruits & Vegetables	
FV-279 (7-18-46)	Recap in 100 Cities also Imports in 5 Canadian Cities	FV-279 (8-18-47)
GRAIN-L-5	Form Letter - Contract Form	
GRAIN-L-6	Form Letter - Flour Production Report	
GRAIN-L-7	Form Letter - Flour Mills	
*GRAIN-104 (12-17-45)	Monthly Cumulation Report	GRAIN-104 (2-7-46)
*GRAIN-115 (Send Stocks to Gr. Br.)	Production and Distribution of Oilseed Meal	
GRAIN-117	Protein Meal Used in the Manufacture of Poultry Feed During 1945	
GRAIN-118	Protein Meal Used and Sold in 1945	
GRAIN-119 (2-27-46)	Processor's Report to the Order Adm., WFO-9	
*GRAIN-129	Purchase Order	PMA-150
GRAIN-134 (2-27-46)	Processor's Report to the Order Adm., WFO-9	
GRAIN-157	Monthly Report of Seed Certificate of Origin	
GRAIN-159	WFO Report No. 1	
GRAIN-163	Grain Prices	
GRAIN-165	Protein Meal Used and Sold in Second Quarter, 1946	
GRAIN-170	Report of Monthly Barley Shipments	
GRAIN-171	Barley Shipped in 1945	
GRAIN-180	Hops Report	
GRAIN-197	Report on Analysis of Oleo	
GRAIN-204	Allocation Set-Aside - Oilseed Meal	
GRAIN-220	Application for Ex-Quota Molasses	
*SS-L-12 (5-27-47)	Letter - Claim (Gov't B/L Shipment)	SS-L-12 (1-1-48)
SU-210 (BB-40-R1663)	Application for Export Authorization for Sugar, Sirup and Molasses, Including Blackstrap, & Certain Sugar - Containing Products	
*Form-37 (Budget Bureau)	Request for Clearance	Standard Form-83

OBSOLETE FORM	TITLE	SUPERSEDED BY
CIVIL SERVICE COMMISSION:		
Form-6 (Feb. 1940)	Trades and Skilled Occupations	SF-57 to 60 (Inclusive)
Form-375 (Sept. 1941)	Temporary Appointment, Transfer, etc.	
Form-2865 Rev. (Apr. 1941)	Request for Service Record	
Form-2931 (Jan. 1934)	Classification Sheet	SF-75
Form-3201 (Apr. 1935)	Service Rating Form	
Form-3464a (July 1940)	Personnel Information Sheet	
Form-3464b (June 1940)	Continuation Sheet for Forms 3463 and 3464a	
Form-3465a (July 1940)	To New Federal Appointees: Read these Instructions, etc.	
STANDARD FORM:		
SF-1055 Form Approved by (Comptroller General U.S., Dec. 2, 1932)	Application for Payment of Amounts, etc.	SF-1055 (Rev.)
SF-1072 (Rev.) Form Approved by (Comptroller General U.S., May 19, 1937 Gen. Reg. No. 34, Supp. No. 8)	Pay Roll for Personal Services - Industrial	
CCC-112-1	Untitled Purchase Abstract	PMA-182a
CCC-113	Report of Shipment	
CCC-143	Flow Chart of "A" Award Cases	
CCC-L-161	Letter Re 1944 Peanut Program	
CCC-L-165	Letter Re 1945 Peanut Program	
CCC-L-169	Letter Re Importation of Eggs from Argentina	
CCC-L-170	Untitled Letter Re Denial of Application	
CCC-L-173	Form Letter Re Short Deliveries	
CCC-181	Seed Shipping Order	GR-143
CCC-190 (3-27-45 & 3-23-45)	Seed Crop Inspection Record	
CCC-200	Acreage and Location Report	
CCC-211	Shipping Instructions	GR-122
CCC-212	Detailed Schedule - Personnel Services etc.	
CCC-213	Transportation of Things - Detailed Schedule	
CCC-214	Detailed Schedule - Communications	
CCC-215	Detailed Schedule - Rent & Utilities	
CCC-216	Detailed Schedule - Other Contractual Services	
CCC-217	Detailed Schedule - Supplies & Materials & Equipment	
CCC-218	Summary by Object of Expenditure	
CCC-221 (4-10-45)	Request for Shipping Instructions	
CCC-225	Office Record of Seed Contracts	GR-142
CCC-236 (4-18-45)	Growing Contract Data	
CCC-243	Seed Allocations and Deliveries	GR-121
CCC-247	Analysis of Workload by Programs	
CCC-248	Availability Report	
CCC-251	Order Number Control Sheet	SS-151
CCC-285	Register of Allotment Ledger Transactions	SF-1017C
CCC-290	Report of Total Availability	SS-21
CCC-298	Analysis of Allotment Requests	
CCC-305	Nomination For WFA Star Award	

OBSOLETE FORM	TITLE	SUPERSEDED BY
CCC-306	Information Relative to Nomination for WFA Star Award	
CCC-313	Questionnaire for Schools Canning and/or Freezing, Foods	FP-103
CCC-321 (5-24-45)	Vegetable Seed Crop Inspection Notes	
CCC-336	Certificate For Use - WFO-42	
CCC-368 (6-28-45)	Seed Requisition and Order Record	
CCC-374	Letter: Order for WFA Achievement "A" Award Pins	
CCC-377	Contractor's Report	
CCC-404	Procedure Record Card	
CCC-444 (10-12-45)	Short Delivery Report - Acfes	
*OMS-19 (12-18-44)	Monthly Report of Inspections of Beans	OMS-19 (10-26-45)
*OMS-20 (12-18-44)	Truck Lot Grain Inspected	GR-248
*OMS-20 (10-30-45)	Truck Lot Grain Inspected	GR-248
*OMS-21	Cargo Grain Inspected	GR-151
OMS-22	Field Office Record of Grain Appeals	GR-176
OMS-26 (12-19-44)	Vegetable Seed Germination	
OMS-28	Postcard Re Request for Manual	CCC-128
*OMS-32	Corrective Action Report	GRAIN-153
OMS-L-34	Brewers' Dried Grains Monthly Report	GRAIN-L-8
OMSL-35	Letter to State Seed Officials and Field Offices	
*OMS-L-45 (2-16-45)	Form Letter Requesting Payment of Arreage	FV-L-30
*OMS-67 (7-4-45)	Summary of Petitions	
*OMS-72	Inspection Certificate - Beans - Wyoming	GR-247
OMS-82	Letter - U. S. Verified - Origin Seed	
*OMS-88 (Boston)	Daily Report of Receipts of Milk, Cream and Condensed milk, (Boston)	DA-53 (Boston)
OMSL-89	Distiller's Dried Grains Monthly Report	GRAIN-L-4
OMSL-91	Application for Privilege of Issuing Verified Origin Seed Certificates	
OMSL-96	Alfalfa Meal Monthly Report	
OMS-108	Rice Record, WFO-10	
*OMS-114	Request to Sample and Inspect Commodities	GR-128
*OMS-123	Duplicate Receipt Bond	MF-63
*OMS-132	Milling Investigations	GRAIN-114
*OMS-142 (Federal)	Inspection Certificate	GRAIN-107 (Federal)
*OMS-144	Commodity Sampling Report	GR-150
*OMS-149	Application for Inspection - Rice	GR-201
*OMS-158	Receipt Signature Authority	MF-64
*OMS-164 (Army)	Complete Inspection Certificate	GRAIN-105 (Army)
OMS-167	Commodity Condition Report	GRAIN-116
OMS-185	General Summary of Rail Intermarket Movements	GR-203
*OMS-186 (2-10-45)	Cargo Intermarket Summary	OMS-186 (11-20-45)
*OMS-202 (Undated)	Check Loading Report for Seed	OMS-202 (9-5-45)
*OMS-209	Application for Appeal	GR-202
OMS-223	Storage Capacity Confirmation	
OMS-229	Variety Trial Notes	GR-144
OMS-233 (2-28-45)	Daily Grain Prices	
*OMS-243	Sample Tickets	GR-172
OMS-252	Identification Card	
*OMS-267	Seed Analysis Card	GR-233
OMS-295	Statement of Charges for Inspection for Condition of Grain and Cereal Products (Ex-Vessels)	GRAIN-102
OMS-299	Untitled Form for Reporting on Sample of Oleomargarine	GRAIN-197
OMS-323	Storage Capacity Confirmation	

OBSOLETE FORM	TITLE	SUPERSEDED BY
*OMS-330	Cold Storage Holdings P. C. Section	MF-43
*OMS-337	Score Card for Baled Hay	GR-240
OMS-370	Federal Rice Inspection Certificate	GRAIN-103
OMS-372 & a & b	Commodity Inspection Certificate	GR-133
OMS-395	Commercial Stocks of Grain in Store in U.S. Markets	GR-231
OMS-396	Monthly Inspection Report	GR-132
*OMS-397	Inspection Certificate	GRAIN-130
*OMS-406	Statement of Fees	GR-136
*OMS-407	Moisture Test Record	GRAIN-131
OMS-414	Intermarket Barley	GR-190
OMS-415	Intermarket Soybeans	GR-200
OMS-417 (6-7-45)	Rice: Quantity Shipped to Distributors by Millers	
OMS-418	Form Letter - Contract Form	GRAIN-L-5
*OMS-422	Monthly Report of Inspections of Rice	GR-235
OMS-452	Untitled Statement of Fees for Inspections	GRAIN-211
*OMS-459	Summary of Violations	GR-237
*FDA-2 (Carbon inter-leafed sets)	Delivery Orders	FP-54
FDA-2 (Sets without Carbon inserts)	Delivery Orders (Do Not destroy any Carbon Inter-leafed sets)	FP-54
*FDA-3	Grain Sampler's Ticket	GR-189
*FDA-3 A	Grain Sampler's Ticket	GR-189a
*FDA-21	U. S. Registrar's Receipt Record	MF-59
FDA-41	Inspectors License	PMA-293
*FDA-47 (Army)	Complete Inspection Certificate	GRAIN-105 (Army)
FDA-47 (Calif.)	Complete Inspection Certificate	GRAIN-105 (Calif.)
FDA-47 (Federal)	Complete Inspection Certificate	GRAIN-105 (Federal)
*FDA-47 (Wash.)	Complete Inspection Certificate	GRAIN-105 (Washington)
*FDA-133	Application for Appeal	GR-202
*FDA-161	Milled Rice Inspection Certificate	GR-188
FDA-169	Statement	GR-186
FDA-175	Commodity Sampling Report	GR-150
*FDA-184 (Colorado)	Inspection Certificate	OMS-72 (Colorado)
FDA-184 (Michigan)	Inspection Certificate	OMS-72
*FDA-184 (Wyoming)	Inspection Certificate	OMS-72 (Wyoming)
FDA-185 (Federal)	Inspection Certificate	GRAIN-107 (Federal)
*FDA-187 (Calif. Undated)	Inspection Certificate	FDA-187 (Calif.) (11-24-44)
*FDA-187 (Federal, Undated)	Inspection Certificate	FDA-187 (Federal) (11-25-44)
FDA-190	Inspection Certificate	GR-123
FDA-191	Verified Origin Seed Dealer's Report	GR-124
FDA-192 & a, b	Commodity Inspection Certificate	GR-133
FDA-197	Hay Inspector's Notes	GR-191
*FDA-198	Receipt Signature Authority	MF-64
*FDA-204	Inspection Certificate	OMS-71
*FDA-241	Corrective Action Report	GR-153
*FDA-242 (Undated)	Moisture Tests by Tag -Heppenstall Moisture Meter	GR-214
*FDA-242 (Rev. 7-24-44)	Moisture Tests by Tag -Heppenstall Moisture Meter	GR-214
*FDA-252	Report of Services Rendered	DA-166
FDA-284	Field Office Record of Grain Appeals	GR-176
FDA-314A	Inspection Record	GRAIN-101A
FDA-314	Inspection Record	GRAIN-101
FDA-317	General Summary of Rail Intermarket Movements	GR-203
*FDA-318 (Undated)	Total Inspections Including Reinspections and Cargoes	FDA-318 (11-20-45)

OBSOLETE FORM	TITLE	SUPERSEDED BY
*FDA-319	Cargo Intermarket Summary	OMS-186
*FDA-331 (Oregon)	Partial Inspection Certificate	OMS-371 (Oregon)
*FDA-331 (Federal)	Partial Inspection Certificate	OMS-288 (Federal)
FDA-331 (Oklahoma)	Partial Inspection Certificate	GRAIN-106 (Oklahoma)
*FDA-331 (No State)	Partial Inspection Certificate	OMS-288 (Federal)
FDA-335	Vendor Transfer Forwarding Ticket Control	
FDA-339 (9-21-45)	Statement	GRAIN-186
FDA-339 (Undated)	Statement	GRAIN-186
FDA-340	Application for Rice Inspection	GR-201
FDA-341	Sample Inspection	GR-152
FDA-343	Federal Rice Inspection Certificate	GR-103
FDA-344	Lot Inspection - Rice	
*FDA-357	Federal Appeal Grade Certificate	GR-158
*FDA-362	Moisture Test Record	GR-181
*FDA-372	Daily Record Sheet of Licensed Inspections of Barley	GR-155
*FDA-374	Daily Record Sheet of Licensed Inspections of Rye & Grain Sorghums	GR-146
FDA-375	Notice of Shipment, Intermarket Reports	
*FDA-379	Daily Record of Licensed Inspections of Oats	GRAIN-147
*FDA-386	Collections Transmitted by Mail Room	FDA-621
FDA-389 (Rev. 9-1-43)	Check Loading Report for Seed	OMS-202
FDA-389 (Rev. 7-1-44)	Check Loading Report for Seed	OMS-202
FDA-435	Contract Card	GR-137
*FDA-438 (Rev. 3-13-44)	Carload Lots of Wheat Inspected	FDA-438 (11-13-45)
*FDA-439 (Undated)	Carload Lots of Wheat Inspected	FDA-439 (Rev. 3-13-44)
*FDA-440 (Undated)	Carload Lots of Corn Inspected	GR-250
*FDA-440 (Rev. 3-13-44)	Carload Lots of Corn Inspected	GR-250
*FDA-442 (Rev. 3-13-44)	Carload Lots of Feed Oats and Mixed Feed Oats	FDA-442 (Undated)
FDA-443 (Undated)	Carload Lots of Barley Inspected	FDA-443 (Rev. 3-13-44)
*FDA-443 (Rev. 3-13-44)	Carload Lots of Barley Inspected	GR-249
*FDA-444 (Undated)	Carload Lots of Rye Inspected	FDA-444 (Rev. 3-13-44)
*FDA-445 (Undated)	Carload Lots of Flaxseed Inspected	FDA-445 (Rev. 3-13-44)
*FDA-446 (Undated)	Carload Lots of Grain Sorghums Inspected	FDA-446 (Rev. 3-13-44)
FDA-447 (Undated)	Carload Lots of Soybeans Inspected	OMS-223
*FDA-447 (Rev. 3-13-44)	Carload Lots of Soybeans Inspected	OMS-223
*FDA-448 (Undated)	Carload Lots of Mixed Grain Inspected	FDA-448 (Rev. 3-13-44)
FDA-449	Monthly Inspection Report	GRAIN-132
FDA-450	Monthly Volume of Work Report	GR-178
*FDA-455	Seed Analysis Tag	GR-135
FDA-461	Monthly Cargo Inspection and Supervision Report	GR-179
FDA-462	Confirmation Commercial Grain Stocks	GR-219
FDA-476	Producers' Deliveries and Stocks	
FDA-477	Supplier's Authorization to Deliver	
FDA-478	Consumers' Application for Delivery and for Use	
*FDA-515	Register of Allotment Ledger Transactions	SF-1017C
FDA-523 (BB-40-R673)	Application for Exemption from Quota Restrictions	
FDA-532	Report of Work, etc.	
FDA-545	Nomination for Achievement "A" Award	
FDA-547	Request to Sample and Inspect Commodities	GR-128
*FDA-552	Request for Board Appeal	GR-148
FDA-556 (Undated)	Hay Sample Report	
FDA-565	Letter re WFA "A" Award Ceremonies	
FDA-566	Letter: Requirements for WFA Achievement "A" Award Flags & Pins	
FDA-567	Letter: Order for WFA Achievement "A" Award Pins	CCC-374

OBSOLETE FORM	TITLE	SUPERSEDED BY
FDA-567-1	Letter: Order for WFA Achievement "A" Award Pins	CCC-374
FDA-568	Letter: Order for WFA Achievement "A" Award Flag	
FDA-568-1	Letter: Order for WFA Star Award Flag	
FDA-569	Letter: Report on Original Contract	
*FDA-570	Complete Inspection Certificate	GRAIN-105 (Washington)
FDA-572	Appeal Record Card	
FDA-573 & a	Bean and Pea Sampler's Ticket	OMS-279
*FDA-625	Sample Ticket	GR-149
FDA-626	Request for Encumbrance of Funds	
*FDA-630	Seed Verification Record	GR-246
FDA-631	Sample Tickets	GR-172
*FDA-633	Verified Origin Seed Certificate	GR-245
FDA-641	Inspection Certificate	FDA-187 (Federal)
*FDA-647	Moisture Determination	GR-243
FDA-647-1	Ash Determination	GRAIN-224
FDA-658	Individual Authorization Control	PBR-26
*FDA-659	Statement of Fees	GR-186
FDA-663	Inspector's License	PMA-293
*FDA-665 (Dockage)	Inspection Certificate	GRAIN-130
*FDA-680	Daily Record of Samples Reviewed by Board of Review	GR-208
FDA-699 (To FDA)	Mailing Tag	FDA-699 (To PMA)
FDA-702	Identification Card	
*FDA-717	Investigation Record	
*FDA-718	Rice Inspection Certificate (California)	GR-229
*FDA-745	Shipping Point Poultry Grading Memorandum	DA-209
*FDA-751	Monthly Report of Inspections of Beans	OMS-19
*FDA-752	Monthly Report on Inspection of Peas	OMS-398
*FDA-753	Truck-Lot Grain Inspected	OMS-20
FDA-754	Cargo Grain Inspected	GR-151
FDA-762-1	Untitled Purchase Abstract	CCC-112-1
*FDA-768 (Calif.)	Rough Rice Milling Test Certificate	GR-187A (Calif.)
FDA-768.1	Rough Rice Milling Test Certificate	OMS-141
FDA-770	Hop Inspection Certificate	GR-206
*FDA-771	Hop Inspection Certificate	GR-199
*FDA-826	Order Number Control Sheet	SS-151
FDA-829	T. R. Record Card	
AMA-3	Grain Sampler's Ticket	GR-189
*AMA-21	U. S. Registrar's Receipt Record	MF-59
AMA-50	Rough Rice Inspection Certificate	OMS-141
AMA-52	Seed Inspector's Report	GR-209
AMA-151	Change in Letter of Authorization Encumbrance	
AMA-169	Statement	GR-186
AMA-176	Expense Block Voucher	FDA-176
AMA-184 (Calif.)	Inspection Certificate	FDA-184 (Calif.)
*AMA-184 (Federal)	Inspection Certificate	FDA-184 (Federal)
AMA-190	Inspection Certificate	GR-123
AMA-194	Notice to Deliver	SS-107
*AMA-198	Receipt Signature Authority	MF-64
AMA-204	Inspection Certificate	OMS-71
AMA-241	Corrective Action Report	GR-153
AMA-242	Moisture Tests by Tag - Heppenstall Moisture Meter	GR-214
*AMA-252	Report of Services Rendered	FDA-252
AMA-268	Semi-Monthly and Accumulative Report	FDA-268

OBSOLETE FORM	TITLE	SUPERSEDED BY
ASD-4	Daily Accomplishment Record	FDA-519
ASD-6	Monthly Accomplishment Report	FDA-522
ASD-7	Monthly Accomplishment Record	FDA-520
*ASD-51	Collections Transmitted by Mail Room	FDA-621
*CB-75	Summary of Fiber and Spinning Test Data	CN-309
*CC-2	Schedule of Collections	GRAIN-113
CF-1	Cross File	
*DP-60	Report of Services Rendered	FDA-252
DPB-58	Poultry Grading Memorandum	DA-209
FD-32	Salary Obligations	SF-1102A
FDO-51-1	Edible Molasses and Sirup Quarterly Report on Stocks etc.	
Feed Form 2	Processor's Report to the Order Admin., WFO-9	GRAIN-119
Feed Form 3	Processor's Report to the Order Adm., WFO-9	GR-134
Feed Form 5.1	Protein Meal Used in the Manufacture of Poultry Feed	GRAIN-117
Feed Form 5-45	Protein Meal Used and Sold in 1945	GRAIN-118
FOB-1	Allocation Card	FDA-648
FPI-GD-131	Federal Rice Inspection Certificate	FDA-744
FPI-GD-141	Federal Rice Inspection Certificate	FDA-346
FSC-1044	Fair Market Value Statement	FDA-670
FSC-1666	Report of Shipment	
FSC-1675	Commodity Receipt	FDA-382
FSC-1691	Disposition Order	FDA-298
FVB-69	Daily Market Report on Fruits and Vegetables	FV-239
FVB-90	Inspector's License	OMS-425
*G-103	U. S. Registrar's Receipt Record	MF-59
GFSB-1	Statement of Inspection Fees	GR-238
GFSB-4	Certificates Issued and Fees Charged	GR-139

OBSOLETE FORM	TITLE	SUPERSEDED BY
GFSB-5	Applicant for License	GR-215
GFSB-7	Sample Card	FDA-589
GFSB-8	Monthly Report of Inspections of Beans	OMS-19
GFSB-9	Monthly Report on Inspection of Peas	OMS-398
GFSB-10	Check Loading Report for Seed	OMS-202
GFSB-11	Grain: Cash Prices Domestic Markets	GR-160
GFSB-13	Identification Card	
GFSB-14	Shipper's Source of Seed and Record Inquiry	GR-227
GFSB-26	Summary Sheet	
GFSB-29	Foreign Grain Stocks in Store in Bond in U.S. Markets	GR-213
GFSB-32	Form Letter re Short Deliveries	CCCL-173
GFSB-33	Request to Sample and Inspect Commodities	GR-128
GFSB-36	Commodity Invoice Record	GRAIN-236
GFSB-37	Seed Requisition and Order Record	CCC-368
GFSB-39	Statement of Fees	GR-136
GFSB-43	Seed Shipping Order	GR-143
GFSB-44 (6-29-45)	Monthly Report of Rice Stocks and Movement	GRAIN-132
GFSB-44 (Undated)	Monthly Statement of Rice Stocks and Movement	GRAIN-132
GFSB-48	Application for Privilege of Issuing Verified - Origin Seed Certificates	OMS-L-91
GFSB-49	Inspection Certificate for Chick Peas	
GFSB-51	Seed Analysis Card	GR-233
GFSB-52	Untitled Letter Re Request for Shipping Instructions	CCC-221
GFSB-55	Supervision Report -	GR-183
GFSB-57 (5-19-45)	Untitled Form Re Acreage and Location Report	CCC-200
GFSB-58	Alfalfa Meal Monthly Report	OMSL-96
GFSB-59	Office Record of Seed Contracts	GR-142
GFSB-60	Price Tabulating Sheet	GR-162
GFSB-68	Statement of Fees	GRAIN-120
*GFSB-69	Accounting Sheet	GRAIN-205
GFSB-70	Shipping Instructions	GRAIN-122
GFSB-72	Monthly Cumulation Report	GRAIN-104
GFSB-74	Untitled Form for Reporting on Sample of Oleomargarine	GRAIN-197
GFSB-76	Score Card for Baled Hay	GR-240
GFSB-78	Short Delivery Report - Pounds	CCC-444
GFSB-80	Dry Beans, Peas and Split-Peas; Stocks and Sales	
GFSB-81	Soap Analysis	GR-239
*GFSB-82	Analysis Record Card entitled "Wheat"	GRAIN-223
GFSB-83	Growing Contract Data	CCC-236
GFSB-86	Seed Allocations and Deliveries	GRAIN-121
GFSB-91	Seed Crop Inspection Record	CCC-190
GFSB-94	Summary of Petitions	OMS-67
GFSB-97	WFO Report No. 1	GR-159
GFSB-101	Commodity Condition Report	GRAIN-116
GFSB-102	Summary of Grain Appeals	GR-140
GFSB-105	Commercial Stocks of Grain in Store in U. S. Markets	GR-231
GFSB-107 (Undated)	Letter Re Seed Importation Stained, Recleaned, Destroyed	GFSB-107 (9-4-45)
GFSB-109	Rice Stocks	
GFSB-110	Short Delivery Report - Acres	CCC-443
GFSB-111	Grains: Future Prices at Principal Markets	GR-218
GFSB-115	Report of Purity Test of Seed Received	GR-167
GFSB-116	Report of Germination Test of Seed Received	GR-168
GFSB-117	Inspector's License	OMS-425
GFSB-118	Inspector's License	OMS-425
GFSB-120	Master Seed Inventory	GR-164

OBSOLETE FORM	TITLE	SUPERSEDED BY
GS-300	Inspection Certificate	GR-123
GS-301	Verified - Origin Seed Dealer's Report	GR-124
GS-302	Verified Origin Seed Certificate	GR-245
GS-303	Seed Verified Record	GR-246
GS-306	Shipper's Source of Seed and Record Inquiry	GR-227
GS-319	Bean & Pea Sampler's Ticket	OMS-279
GS-325	Complete Inspection Certificate State of Mississippi	GRAIN-105 (Mississippi)
GS-325	Complete Inspection Certificate State of Washington	GRAIN-105 (Washington)
GS-326	Partial Inspection Certificate	FDA-331 (Washington)
GS-328	Complete Inspection Certificate	GRAIN-105 (Army)
GS-331C	Letter: U. S. Verified - Origin Seed	OMS-82
*GS-334	Inspection Certificate	FDA-184 (Federal)
GS-335	Inspection Certificate	FDA-187 (Federal)
GS-338a	Inspection Certificate	OMS-72 (Colorado)
GS-350	Complete Inspection Certificate	FDA-632
GS-351	Partial Inspection Certificate	OMS-371 (Oregon)
GS-352	Inspection Certificate	FDA-639
GS-1962-c	Hops Stocks Schedule	GR-180
GS-RI-130	Federal Rice Inspection Certificate	GRAIN-103
GS-RI-132	Federal Rice Inspection Certificate	FDA-342
GS-RI-137	Lot Inspection - Rice	FDA-344
GS-RI-138	Sample Inspection	GR-152
GS-RI-147	Rough Rice Milling Test Certificate	OMS-141
GS-RI-148	Certificate of Origin	FDA-338
GS-RI-150	Statement	GR-186
HFS-380a	Hay Data Sheet	GR-141
HFS-1693a	Bread Grains: Cash Prices	GR-181
HFS-1694a	Feed Grains: Cash Prices	GR-182
HFS-2044	Inspection Certificate	FDA-184 (Federal)
HFS-2047	Inspection Certificate	FDA-184 (Montana)
HFS-2061	Complete Inspection Certificate	FDA-575 (Alabama)
HFS-2062	Partial Inspection Certificate	FDA-331
IOB-4	Letter: Data Necessary before Arranging for "A" Ceremonies	
*LSM-66	Cattle and Calves: Average Price etc.	LS-206
M. I. -3	Moisture Determination	GR-243
*M. I. -3A	Ash Determination	GRAIN-224
*MS-15	Order for Addressograph Plates	FV-225
*OD-197	Hay Inspector's Notes	GR-191
Office Form No. 2 (Feed and Livestock Branch)	Allocation Set-Aside - Oilseed Meal	GR-204

OBSOLETE FORM	TITLE	SUPERSEDED BY
PB-18	Contract Card	GR-137
PBO-9	Report of Cargo Over, Short and/or Damaged	SS-59
PD-24	Certificate of Eligible Candidate	FDA-482
PD-37	Record of Folder Removed from File	FDA-668
PrB-1	Letter: Data Necessary Before Arranging for "A" Award Ceremonies	
SCB-50	Specifications for Vitamin Tablets, etc.	
SMA-205	Report of Purchase Commitments	AMA-166
SMA-208 (Rev. 7-27-37)	Purchase Order	PMA-150
SMA-636b	Program Cost Report	FDA-500
SMA-699	Indemnities Allotment Ledger	FDA-503
SMA-701	Document Block Sheet	FDA-506
*SMA-810	Delivery Order	FP-54
SSB-13	Request for Shipping Permit	CCC-105
TWB-14	Loading Manifest Verification	FDA-492
TWB-34	Sample Order	SS-43
TWB-63	Code Sheet for Clearances	FDA-664
USGA-99	Daily Record of Licensed Inspections of Wheat	FDA-170
USGSA- Form No. 1	Federal Appeal Grade Certificate	GR-158
USGSA-6	Federal Appeal Grade Certificate	FDA-350
USGSA-12	Moisture Test Record	GR-131
USGSA-16 (Rev.)	Application for Appeal	GR-202
USGSA-98	Daily Record of Licensed Inspection of Corn	FDA-370
USGSA-103CA	Corrective Action Report	GR-153
USGSA-105	Daily Record of Licensed Inspections of Oats	GRAIN-147
USGSA-106	Daily Record of Licensed Inspection of Flax and Mixed Grain	FDA-371
USGSA-107	Daily Record of Licensed Inspections of Soybeans	FDA-369
USGSA-108	Inspection Record	GRAIN-101A
USGSA-111A-1	Carload Lots of Wheat Inspected	FDA-438
USGSA-111A-2	Carload Lots of Wheat Inspected	FDA-439
*USGSA-111B	Carload Corn Inspected at	FDA-440
USGSA-111-C-1	Carload Oats Inspected at	FDA-441
USGSA-111C-2	Carload Feed Oats and Mixed Feed Oats Inspected at	FDA-442
USGSA-111-D	Carload Rye Inspected at	FDA-444
USGSA-111E	Carload Grain Sorghums Inspected at	FDA-446
USGSA-111F	Carload Barley Inspected at	FDA-443
USGSA-111G	Carload Mixed Grain Inspected at	FDA-448

OBSOLETE FORM	TITLE	SUPERSEDED BY
USGSA-111H	Carload Flaxseed Inspected at -	FDA-445
USGSA-111K	Soybeans - Carloads Inspected at -	OMS-223
USGSA-118	Grain Sampler's Ticket	GR-189
USGSA-119	Sample Ticket	GR-173
USGSA-120	Appeal Order	FDA-367
*USGSA-122	Car Record	FDA-332
USGSA-124	Daily Record of Samples Reviewed by Board of Review	GR-208
USGSA-130-0	Intermarket Summary	FDA-315
USGSA-135	Request for Board Appeal	GR-148
USGSA-138	Daily Record of Licensed Inspection Covering Rye at-	FDA-373
USGSA-140	Cargo Report	FDA-613
USGSA-145	Intermarket -	FDA-316
USGSA-145-A	Intermarket Wheat	FDA-161A
USGSA-145F	Intermarket Barley	GR-190
USGSA-145-I	Intermarket Soybeans	GR-200
USGSA-149	Monthly Inspection Report	GR-132
USGSA-149A (11-20-40)	Appeal Record	FDA-451
USGSA-149B	Monthly Volume of Work Report	GR-178
USGSA-149-B (7-1-39)	Monthly Volume of Work Report	GR-178
USGSA-149C (7-1-38)	Monthly Cargo Inspection and Supervision Report	GR-179
USGSA-150	Daily Record Sheet of Linseed Inspection of Rye and Grain Sorghums	GR-146
USGSA-159	General Summary of Rail Intermarket Movements	GR-203
USGSA-159-1	Comparative General Intermarket Summary	FDA-317-1
USGSA-166	Daily Record of Licensed Inspections of Barley	GR-155
USGSA-172-B	Total Inspections Including Reinspections and Cargoes	FDA-318
USGSA-177	Cargo Intermarket Summary	OMS-186
*USGSA-180A	Federal Appeal Certificate (Cargo)	FDA-365
USGSA-181	Cargo Supervision Summary	FDA-320
USGSA-183	Field Office Record of Grain Appeals	GR-176
USGSA-184	Notice of Shipment, Intermarket Reports	FDA-375
USGSA-186	Request to Board of Review	FDA-551
USGSA-200	Correction on Form U.S.G.S.A. 118	FDA-469
USGSA-201	Moisture Tests by Tag - Heppenstall Moisture Meter	GR-214
*WA-Form No. 4 G	Duplicate Receipt Bond	MF-63
*WA-6A	Supplement to Financial Statement Form	FDA-153
*WA-Form No. 31	Extract Report	MF-62
Unnumbered (BB-40-R1240.2 (12-31-46))	Application for Ex-Quota Molasses	
Unnumbered	Checkloading Agreement - (Office of Supply -P&PS' Branch)	PMA-388
Unnumbered (BB-40-4646 (8-23-46))	Form Letter - Grain Branch	GRAIN-L-7
Unnumbered	Storage Capacity Survey - June 1, 1944	OMS-323
Unnumbered	USDA Employee's Identification Card Evidence Authority to Investigate and Certify Class, Quality and Condition	PMA-267

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If an asterisk () precedes the form number, stocks of the form on hand are to be used until exhausted.

All other forms listed are to be disposed of in accordance with PMA Instruction 456.1.

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-B0123.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: ()
REGULAR () SPECIAL ()
PROBATIONAL ()

As of _____ based on performance during period from _____ to _____

(Name of employee)

(Title of position, service, and grade)

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning _____ <input type="checkbox"/> All others _____ <input type="checkbox"/>
V if adequate		
- if weak		
+ if outstanding		

- | | |
|--|---|
| <p>____ (1) Maintenance of equipment, tools, instruments.</p> <p>____ (2) Mechanical skill.</p> <p>____ (3) Skill in the application of techniques and procedures.</p> <p>____ (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>____ (5) Attention to broad phases of assignments.</p> <p>____ (6) Attention to pertinent detail.</p> <p>____ (7) Accuracy of operations.</p> <p>____ (8) Accuracy of final results.</p> <p>____ (9) Accuracy of judgments or decisions.</p> <p>____ (10) Effectiveness in presenting ideas or facts.</p> <p>____ (11) Industry.</p> <p>____ (12) Rate of progress on or completion of assignments.</p> <p>____ (18) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)</p> <p>____ (14) Ability to organize his work.</p> <p>____ (15) Effectiveness in meeting and dealing with others.</p> <p>____ (16) Cooperativeness.</p> <p>____ (17) Initiative.</p> <p>____ (18) Resourcefulness.</p> <p>____ (19) Dependability.</p> <p>____ (20) Physical fitness for the work.</p> | <p>____ (21) Effectiveness in planning broad programs.</p> <p>____ (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>____ (23) Effectiveness in devising procedures.</p> <p>____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>____ (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>____ (27) Effectiveness in promoting high working morale.</p> <p>____ (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>____ (30) Ability to make decisions.</p> <p>____ (31) Effectiveness in delegating clearly defined authority to act.</p> |
|--|---|

STATE ANY OTHER ELEMENTS CONSIDERED

- ____ (A) _____
- ____ (B) _____
- ____ (C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Excellent	Rating official _____
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good	Reviewing official _____
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good	
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by _____ (Signature of rating official) _____ (Title) _____ (Date)

Reviewed by _____ (Signature of reviewing official) _____ (Title) _____ (Date)

Rating approved by efficiency rating committee _____ (Date) Report to employee _____ (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16-20177-4

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